

COUNTY CLERK



Departmental Mission

The County Clerk is responsible for the filing, recording, storage and retrieval of all public records as required by the Constitution and Laws of the State of New York.

Department Description

Under the direction of the County Clerk, an elected official & State constitutional officer, the department:

- Maintains all archival records of county government, including deeds, mortgages, various court judgments, certificates of incorporation, and other papers in accordance with County & State laws. Almost 60 million records are currently maintained.
- Acts as the Clerk for both the Supreme and County Courts.
- Files all court records related to criminal and civil actions.
- Provides record access to attorneys, title companies and the general public.

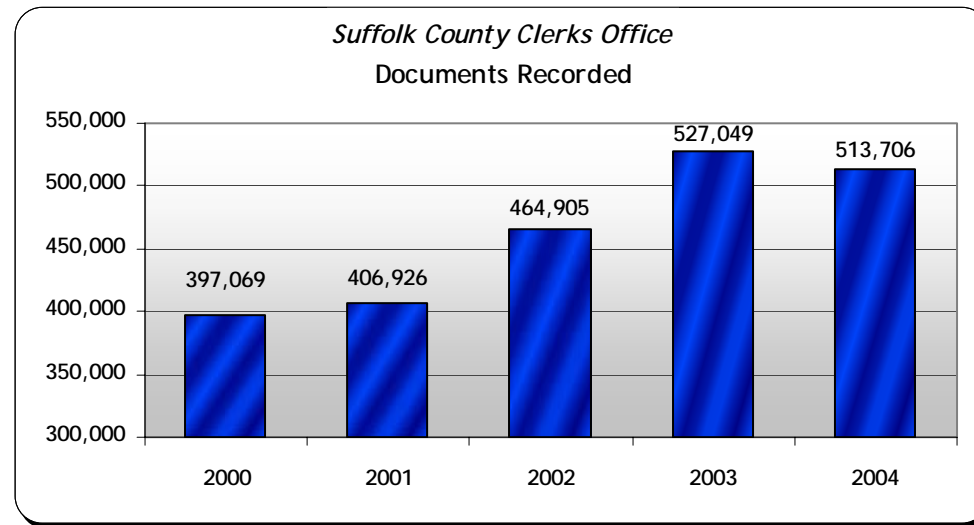
The Clerk's office is divided into several divisions to provide a service to the public and meet statutory requirements, including Micrographics, Recording and Records Management.

Activities and Accomplishments

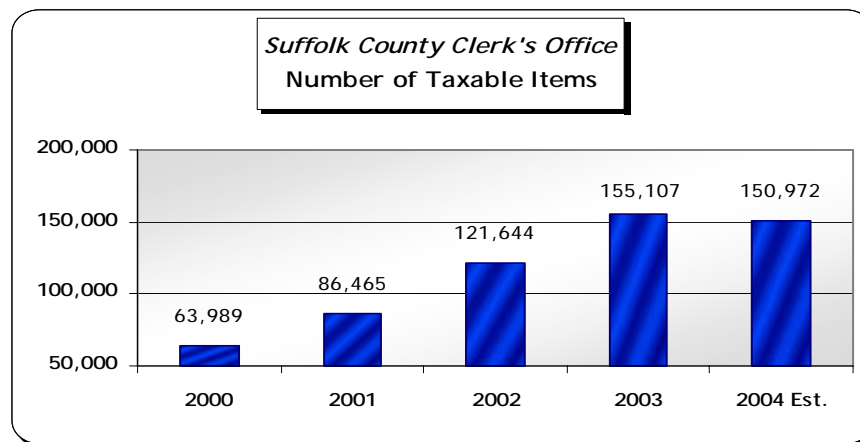
Major workload statistics for the department are shown in the following charts:

COUNTY CLERK

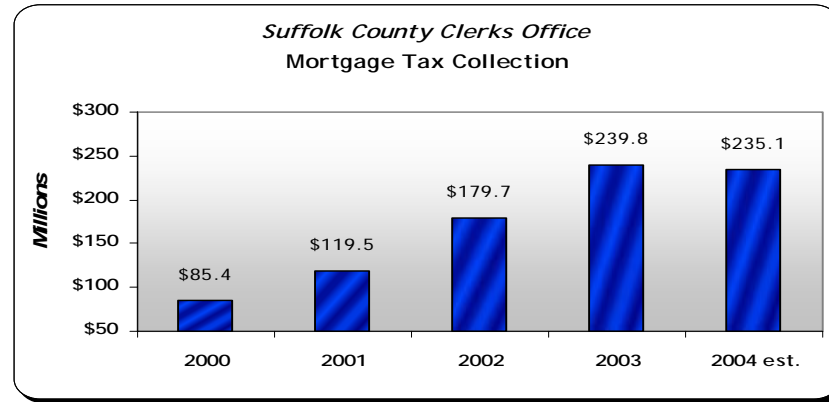
- ✓ The number of documents recorded annually in Suffolk County exceeds one-half million:



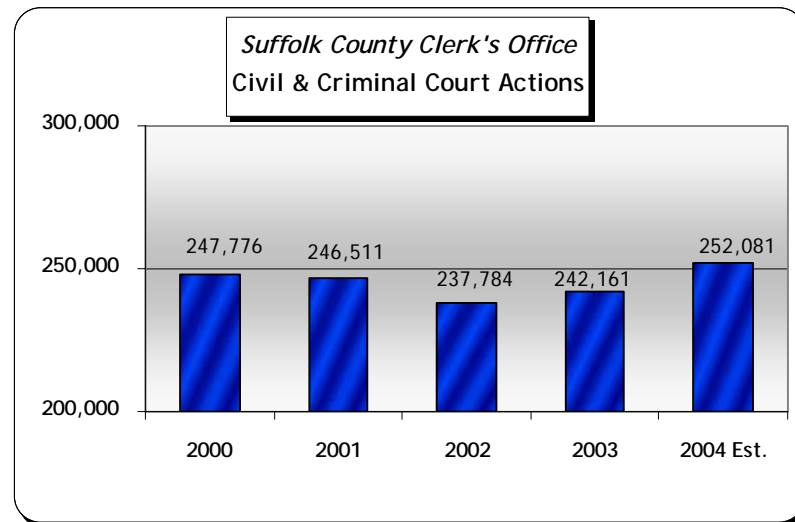
- ✓ The Clerk's Office assesses and collects all taxes on mortgages and deeds for the State of New York for all townships within the county. The number of taxable items assessed and mortgage tax collected are shown below:



COUNTY CLERK



- ✓ The Clerk's Office indexes and maintains a written record of all civil court actions received from the Supreme and County Courts, and handles the records and indices for indictments, convictions and some court actions.



COUNTY CLERK

2005 Executive Recommendations

I am proposing a budget of \$7,410,978 for the Department of the County Clerk for fiscal year 2005. This represents an increase of \$1,005,574 over the 2004 Adopted Budget. Major recommendations are as follows:

- ✓ I have provided the proper level of funding for permanent positions within the County Clerk's Office. This coincides with Resolution 707-2004 which transferred back \$275,000 of funding which the legislature had deleted, by artificially increasing turnover savings, during last year's budget process.
- ✓ I have provided a more realistic funding of overtime related to increased revenue producing activity in the County Clerk's office.
- ✓ I have provided the additional funding necessary to maintain the county's investment in the County Clerk's new computer systems.
- ✓ I have projected \$16.5 million in County Clerk fees for 2005. This is a \$1 million decrease from the 2004 estimate and reflects the projected effect of higher interest rates on the level of debt restructuring and new mortgages.

COUNTY OF SUFFOLK
ANNUAL BUDGET

DEPARTMENT
FUND County Clerk
001

2003 ACTUAL	2004 ADOPTED	2004 ESTIMATED	MANDATED 'M'	2005 REQUESTED	2005 RECOMMENDED	2005 ADOPTED
6,851,658	6,405,404	6,980,626	County Clerk GRAND TOTAL	6,940,282	7,410,978	0
4,672,053	4,531,176	4,948,962	001 - CLK - 1410 - COUNTY CLERK	4,908,386	5,269,556	0
3,936,062	3,840,983	4,222,340	1 000 PERSONAL SERVICES	4,116,336	4,519,356	0
3,343	0	3,443	1020 - Terminal Vacation Pay	0	5,000	0
0	0	397	1050 - Terminal Sick Leave Payments	0	2,500	0
45,350	50,600	50,600	1060 - Longevity Pay	52,250	52,250	0
1,993	0	0	1080 - Retro & Vacation Pay	0	332,500	0
3,507,480	3,615,033	3,832,000	1100 - Permanent Salaries	3,888,686	3,876,706	0
166,517	25,000	170,000	1120 - Overtime Salaries	25,000	100,000	0
200,471	150,000	150,000	1130 - Temporary Salaries	150,000	150,000	0
109	0	0	1230 - Workman's Compensation - Disability	0	0	0
10,500	0	15,600	1270 - Disability Income	0	0	0
300	350	300	1400 - Cleaning Allowance	400	400	0
130,092	136,000	123,570	2 000 EQUIPMENT	149,000	120,500	0
1,494	6,000	8,570	2010 - Furniture & Furnishings	9,000	6,000	0
128,599	130,000	115,000	2020 - Office Machines	140,000	112,000	0
0	0	0	2500 - Other Equipment Not Otherwise	0	2,500	0
549,562	535,693	572,927	3 000 SUPPLIES, MATERIAL & OTHER EXP	604,800	606,450	0
90,648	60,000	95,000	3010 - Office Supplies	75,000	85,000	0
257,613	210,000	210,000	3020 - Postage	215,000	215,000	0
0	1,000	300	3040 - Outside Printing	1,000	300	0
919	750	712	3070 - Memberships & Subscriptions	750	750	0
1,377	1,393	1,393	3080 - Research & Law Books	1,500	1,500	0
3,192	1,550	1,472	3500 - Other: Unclassified	1,550	1,400	0
39,922	40,000	34,800	3510 - Rent: Business Machines & Sys	40,000	40,000	0
149,308	206,000	175,000	3610 - Repairs: Office Equipment	250,000	250,000	0
6,582	5,000	4,750	3650 - Repairs: Buildings	10,000	4,500	0
0	10,000	49,500	3800 - Binding Records (permanent)	10,000	8,000	0
56,337	18,500	30,125	4 000 CONTRACTUAL EXPENSES	38,250	23,250	0
6,829	0	7,000	4320 - Meals: Employee A.M.E. Contract	5,000	5,000	0
1,055	500	1,225	4340 - Travel: Other	750	750	0
13,520	13,000	15,000	4360 - Employee Training Travel	30,000	15,000	0
34,932	5,000	6,900	4560 - Fees For Services: Non-employee	2,500	2,500	0

COUNTY OF SUFFOLK
ANNUAL BUDGET

DEPARTMENT
FUND
County Clerk
001

2003 ACTUAL	2004 ADOPTED	2004 ESTIMATED	MANDATED 'M'	2005 REQUESTED	2005 RECOMMENDED	2005 ADOPTED
1,113,279	992,527	1,156,903	001 - CLK - 1412 - COUNTY CLERK: MICROGRAPHICS	1,102,151	1,151,117	0
723,661	721,177	768,753	1 000 PERSONAL SERVICES	809,401	869,117	0
0	0	1,143	1020 - Terminal Vacation Pay	0	1,000	0
0	0	0	1050 - Terminal Sick Leave Payments	0	500	0
13,100	13,750	13,750	1060 - Longevity Pay	17,300	17,300	0
0	0	0	1080 - Retro & Vacation Pay	0	63,545	0
657,510	682,427	698,860	1100 - Permanent Salaries	759,601	754,272	0
29,175	0	30,000	1120 - Overtime Salaries	7,500	7,500	0
23,875	25,000	25,000	1130 - Temporary Salaries	25,000	25,000	0
159,103	7,100	141,500	2 000 EQUIPMENT	27,000	21,000	0
0	1,600	1,500	2010 - Furniture & Furnishings	2,000	1,000	0
159,103	5,500	140,000	2020 - Office Machines	25,000	20,000	0
230,515	264,250	246,450	3 000 SUPPLIES, MATERIAL & OTHER EXP	263,500	259,500	0
2,997	2,500	3,000	3010 - Office Supplies	2,500	3,000	0
71,327	75,000	71,500	3030 - Photostat, Photograph & Blueprints	75,000	75,000	0
0	0	0	3500 - Other: Unclassified	0	2,500	0
41,246	60,000	46,000	3510 - Rent: Business Machines & Sys	45,000	45,000	0
111,063	125,750	125,000	3610 - Repairs: Office Equipment	140,000	133,000	0
3,881	1,000	950	3650 - Repairs: Buildings	1,000	1,000	0
0	0	200	4 000 CONTRACTUAL EXPENSES	2,250	1,500	0
0	0	200	4320 - Meals: Employee A.M.E. Contract	500	250	0
0	0	0	4340 - Travel: Other	250	0	0
0	0	0	4360 - Employee Training Travel	1,000	0	0
0	0	0	4560 - Fees For Services: Non-employee	500	1,250	0
605,460	579,074	574,996	001 - CLK - 1413 - CO CLERK: COURT RELTD EXPENSE	609,347	650,257	0
596,621	562,374	560,011	1 000 PERSONAL SERVICES	590,347	633,307	0
845	0	287	1020 - Terminal Vacation Pay	0	0	0
9,100	8,600	8,600	1060 - Longevity Pay	6,750	6,750	0
0	0	0	1080 - Retro & Vacation Pay	0	45,462	0
547,543	528,774	521,124	1100 - Permanent Salaries	556,097	553,595	0
14,766	0	5,000	1120 - Overtime Salaries	2,500	2,500	0
24,367	25,000	25,000	1130 - Temporary Salaries	25,000	25,000	0
0	4,000	3,725	2 000 EQUIPMENT	4,500	3,500	0

COUNTY OF SUFFOLK
ANNUAL BUDGET

DEPARTMENT County Clerk
FUND 001

2003 ACTUAL	2004 ADOPTED	2004 ESTIMATED	MANDATED 'M'	2005 REQUESTED	2005 RECOMMENDED	2005 ADOPTED
0	1,500	1,425	2010 - Furniture & Furnishings	2,000	1,000	0
0	2,500	2,300	2020 - Office Machines	2,500	2,500	0
8,239	12,200	10,585	3 000 SUPPLIES, MATERIAL & OTHER EXP	12,500	12,000	0
3,246	3,500	3,300	3010 - Office Supplies	3,500	3,500	0
0	1,000	950	3030 - Photostat, Photograph & Blueprints	1,000	1,000	0
4,392	4,500	4,295	3510 - Rent: Business Machines & Sys	4,500	4,500	0
600	3,200	2,040	3610 - Repairs: Office Equipment	3,500	3,000	0
600	500	675	4 000 CONTRACTUAL EXPENSES	2,000	1,450	0
0	0	200	4320 - Meals: Employee A.M.E. Contract	500	250	0
600	500	475	4340 - Travel: Other	500	500	0
0	0	0	4360 - Employee Training Travel	500	0	0
0	0	0	4560 - Fees For Services: Non-employee	500	700	0
75,000	0	0	001 - CLK - 1414 - NYS HERITAGE TRUST	0	0	0
75,000	0	0	4 000 CONTRACTUAL EXPENSES	0	0	0
75,000	0	0	4980 - Contracted Agencies	0	0	0
385,866	302,627	299,765	001 - CLK - 1983 - CO CLERK: ARCHIVES	320,398	340,048	0
370,523	287,277	285,433	1 000 PERSONAL SERVICES	295,648	318,748	0
103	0	0	1020 - Terminal Vacation Pay	0	0	0
2,700	4,050	4,050	1060 - Longevity Pay	4,050	4,050	0
0	0	0	1080 - Retro & Vacation Pay	0	23,100	0
341,916	272,377	265,533	1100 - Permanent Salaries	280,648	280,648	0
521	0	0	1120 - Overtime Salaries	0	0	0
24,684	10,000	10,000	1130 - Temporary Salaries	10,000	10,000	0
0	0	5,000	1230 - Workman's Compensation - Disability	0	0	0
600	850	850	1400 - Cleaning Allowance	950	950	0
736	3,000	2,775	2 000 EQUIPMENT	7,500	7,300	0
455	500	475	2010 - Furniture & Furnishings	5,000	2,300	0
281	2,500	2,300	2020 - Office Machines	2,500	2,500	0
0	0	0	2500 - Other Equipment Not Otherwise	0	2,500	0
14,117	11,850	11,057	3 000 SUPPLIES, MATERIAL & OTHER EXP	16,750	13,500	0
9,007	5,000	5,000	3010 - Office Supplies	7,000	7,000	0
0	250	0	3500 - Other: Unclassified	250	250	0
600	1,000	290	3510 - Rent: Business Machines & Sys	1,250	750	0

COUNTY OF SUFFOLK
ANNUAL BUDGET

DEPARTMENT County Clerk
FUND 001

2003 ACTUAL	2004 ADOPTED	2004 ESTIMATED	MANDATED 'M'	2005 REQUESTED	2005 RECOMMENDED	2005 ADOPTED
0	1,000	500	3610 - Repairs: Office Equipment	750	0	0
1,510	1,600	2,442	3920 - Laundry & Sanitation	2,500	2,000	0
3,000	3,000	2,825	3930 - Cartage	5,000	3,500	0
489	500	500	4 000 CONTRACTUAL EXPENSES	500	500	0
489	500	500	4340 - Travel: Other	500	500	0

COUNTY OF SUFFOLK
ANNUAL BUDGET

AUTHORIZED STAFF

DEPARTMENT COUNTY CLERK
FUND GENERAL FUND
FUNCTION STAFF

POSITION TITLE	GR	2004 MODIFIED	2005 REQUESTED	2005 RECOMMENDED	2005 ADOPTED
TOTAL PERMANENT POSITIONS: ALL FUNDS		136	136	136	
TOTAL PERMANENT POSITIONS: GENERAL FUND		136	136	136	
01-1410-COUNTY CLERK		96	95	95	
0100-ADMINISTRATION		25	26	26	
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COUNTY CLERK	UN	\$144,560	\$149,316	\$149,316	
CHIEF DEP COUNTY CLERK	38	1	1	1	
DIRECTOR OF OPTICAL IMAGING	31	1	1	1	
DATA BASE MANAGER	29	1	1	1	
DATA PROCESS SYSTEM COORD	27	1	1	1	
OFFICE SYSTMS ANALYST III	24	1	1	1	
PROGRAMMER ANALYST	24	1	1	1	
ASST TO THE CTY CLERK	22	1	1	1	
ARCHIVIST	22	1	1	1	
SECURITY SUPERVISOR	21	1	1	1	
ADMINISTRATOR I	21	1	1	1	
ADMINISTRATIVE AIDE	19	1	1	1	
OFFICE SYSTEMS TECHNICIAN	17	3	3	3	
MANAGEMENT TECHNICIAN	17	FROM 01-1410-0400	1	1	
SECRETARY	17	1	1	1	
MAIL ROOM SUPERVISOR	17	1	1	1	
BUDGET TECHNICIAN	15	1	1	1	
SECURITY GUARD	13	2	2	2	
COURIER	12	2	2	2	
ACCOUNT CLERK/TYPIST	11	1	1	1	
CLERK TYPIST	09	FROM 01-1410-0400	1	1	
CLERK TYPIST	09	1	TO 01-1410-0400	TO 01-1410-0400	
LABORER	08	1	1	1	
0300-RECORD ROOM/PASSPORTS/NOTARY		4	3	3	
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HEAD CLERK	18	1	TO 01-1412-0100	TO 01-1412-0100	
SENIOR CLERK TYPIST	12	2	2	2	
SENIOR CLERK	11	1	1	1	

COUNTY OF SUFFOLK
ANNUAL BUDGET

AUTHORIZED STAFF

DEPARTMENT COUNTY CLERK
FUND GENERAL FUND
FUNCTION STAFF

POSITION TITLE	GR	2004 MODIFIED	2005 REQUESTED	2005 RECOMMENDED	2005 ADOPTED
01-1410-COUNTY CLERK (CONT)					
0400-RECORDING/ACCTING/DATA ENTRY/JDGMNT		63	62	62	
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OFFICIAL EXAMINER OF TITLE	29	1	1	1	
SR DEPUTY COUNTY CLERK	27	1	1	1	
SR DEPUTY COUNTY CLERK	27	1	TO 01-1413-1100	TO 01-1413-1100	
AUDITOR	20	1	1	1	
MORTGAGE TAX CLERK	18	1	1	1	
HEAD CLERK	18	2	2	2	
MANAGEMENT TECHNICIAN	17	1	TO 01-1410-0100	TO 01-1410-0100	
PRINCIPAL CLERK	14	6	6	6	
SENIOR CLERK TYPIST	12	15	15	15	
ACCOUNT CLERK/TYPIST	11	2	2	2	
ACCOUNT CLERK	11	1	1	1	
SENIOR CLERK	11	1	1	1	
SENIOR CLERK	11	FROM 01-1413-1100	1	1	
DATA ENTRY OPERATOR	09	4	4	4	
CLERK TYPIST	09	21	21	21	
CLERK TYPIST	09	FROM 01-1410-0100	1	1	
CLERK TYPIST	09	1	TO 01-1410-0100	TO 01-1410-0100	
CLERK	09	3	3	3	
LABORER	08	1	1	1	
0500-UCC/BUSINESS RECORDS		4	4	4	
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SENIOR ACCOUNT CLERK TYPIST	14	1	1	1	
PRINCIPAL CLERK	14	1	1	1	
SENIOR CLERK TYPIST	12	1	1	1	
ACCOUNT CLERK	11	1	1	1	
TOTAL COST OF POSITIONS			\$3,952,093	\$3,952,093	
PLUS SALARY ADJUSTMENT			41,189	41,189	
PLUS NEW POSITIONS			0	0	
PLUS TRANSFERS IN			136,980	136,980	
LESS ABOLISHED POSITIONS			0	0	
LESS TRANSFERS OUT			203,312-	203,312-	
LESS ESTIMATED TURNOVER SAVINGS			39,269-	55,000-	
OTHER ADJUSTMENTS			1,005+	4,756+	
			-----	-----	
NET APPROPRIATION			\$3,888,686	\$3,876,706	

COUNTY OF SUFFOLK
ANNUAL BUDGET

AUTHORIZED STAFF

DEPARTMENT COUNTY CLERK
FUND GENERAL FUND
FUNCTION STAFF

POSITION TITLE	GR	2004 MODIFIED	2005 REQUESTED	2005 RECOMMENDED	2005 ADOPTED
01-1412-MICROGRAPHICS		18	19	19	
0100-ADMINISTRATION		18	19	19	
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MICROGRAPHICS MANAGER	30	1	1	1	
SR DEPUTY COUNTY CLERK	27	1	1	1	
HEAD CLERK	18	FROM 01-1410-0300	1	1	
SR MICROGRAPHICS TECH	16	3	3	3	
MICROGRAPHICS TECHNICIAN	14	1	1	1	
SR MICROGRAPHICS OPERATOR	10	9	9	9	
CLERK	09	1	1	1	
MICROGRAPHICS OPERATOR	06	2	2	2	
 TOTAL COST OF POSITIONS			\$706,471	\$706,471	
PLUS SALARY ADJUSTMENT			8,549	8,549	
PLUS NEW POSITIONS			0	0	
PLUS TRANSFERS IN			51,252	51,252	
LESS ABOLISHED POSITIONS			0	0	
LESS TRANSFERS OUT			0	0	
LESS ESTIMATED TURNOVER SAVINGS			7,662-	12,000-	
OTHER ADJUSTMENTS			991+	0+	
			-----	-----	
NET APPROPRIATION			\$759,601	\$754,272	

COUNTY OF SUFFOLK
ANNUAL BUDGET

AUTHORIZED STAFF

DEPARTMENT COUNTY CLERK
FUND GENERAL FUND
FUNCTION STAFF

POSITION TITLE	GR	2004 MODIFIED	2005 REQUESTED	2005 RECOMMENDED	2005 ADOPTED
01-1413-COURTS RELATED EXPENSES		15	15	15	
1100-COURT RELATED SERVICES		15	15	15	
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RECORDS SERVICE MANAGER	30	1	1	1	
SR DEPUTY COUNTY CLERK	27	FROM 01-1410-0400	1	1	
PRINCIPAL CLERK	14	1	1	1	
SENIOR CLERK TYPIST	12	3	3	3	
SENIOR CLERK	11	1	1	1	
SENIOR CLERK	11	1	TO 01-1410-0400	TO 01-1410-0400	
CLERK TYPIST	09	4	4	4	
CLERK	09	3	3	3	
LABORER	08	1	1	1	
TOTAL COST OF POSITIONS			\$537,168	\$537,168	
PLUS SALARY ADJUSTMENT			7,530	7,530	
PLUS NEW POSITIONS			0	0	
PLUS TRANSFERS IN			55,926	55,926	
LESS ABOLISHED POSITIONS			0	0	
LESS TRANSFERS OUT			40,846-	40,846-	
LESS ESTIMATED TURNOVER SAVINGS			5,598-	8,100-	
OTHER ADJUSTMENTS			1,917+	1,917+	
			-----	-----	
NET APPROPRIATION			\$556,097	\$553,595	

COUNTY OF SUFFOLK
ANNUAL BUDGET

AUTHORIZED STAFF

DEPARTMENT COUNTY CLERK
FUND GENERAL FUND
FUNCTION GENERAL GOVERNMENT SUPPORT

POSITION TITLE	GR	2004 MODIFIED	2005 REQUESTED	2005 RECOMMENDED	2005 ADOPTED
01-1983-ARCHIVES		7	7	7	
0100-ADMINISTRATION		7	7	7	
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RECORDS SERVICE MANAGER	30	1	1	1	
RECORDS MANAGEMENT ASSISTANT	15	1	1	1	
SENIOR CLERK TYPIST	12	1	1	1	
DRIVER-MESSENGER	08	1	1	1	
LABORER	08	3	3	3	
TOTAL COST OF POSITIONS			\$275,377	\$275,377	
PLUS SALARY ADJUSTMENT			5,271	5,271	
PLUS NEW POSITIONS			0	0	
PLUS TRANSFERS IN			0	0	
LESS ABOLISHED POSITIONS			0	0	
LESS TRANSFERS OUT			0	0	
LESS ESTIMATED TURNOVER SAVINGS			0	0	
OTHER ADJUSTMENTS			0+	0+	
			-----	-----	
NET APPROPRIATION			\$280,648	\$280,648	

COUNTY CLERK

Reclassifications

Modification #	Dpt/Fd/App/Unit/Pos CODE	Deletion OLD TITLE	Dpt/Fd/App/Unit/Pos CODE	Addition NEW TITLE
R 52-2004	CL 01 1410 0400 0163	Senior Clerk Typist	CL 01 1410 0400 0158	Principal Clerk
R 53-2004	CL 01 1410 0400 0212	Account Clerk Typist	CL 01 1410 0400 0227	Clerk Typist
R 94-2004	CL 01 1412 0100 0719	Micrographics Technician	CL 01 1412 0100 0711	Senior Micrographics Technician
R 161-2004	CL 01 1410 0400 0171	Data Entry Operator	CL 01 1410 0400 0171	Senior Clerk Typist
R 161-2004	CL 01 1410 0300 0007	Data Entry Operator	CL 01 1410 0300 0007	Senior Clerk Typist
R 162-2004	CL 01 1410 0400 0114	Clerk Typist	CL 01 1410 0400 0114	Senior Clerk Typist
R 162-2004	CL 01 1410 0400 0104	Clerk Typist	CL 01 1410 0400 0104	Senior Clerk Typist
R 162-2004	CL 01 1410 0400 0198	Clerk Typist	CL 01 1410 0400 0198	Senior Clerk Typist
R 163-2004	CL 01 1413 1100 0927	Clerk	CL 01 1413 1100 0911	Senior Clerk Typist
R 177-2004	CL 01 1413 1100 0975	Clerk	CL 01 1413 1100 0908	Senior Clerk Typist
R 178-2004	CL 01 1412 0100 0767	Clerk	CL 01 1413 0100 0740	Senior Clerk
R 178-2004	CL 01 1413 1100 0926	Clerk	CL 01 1413 1100 0915	Senior Clerk
R 178-2004	CL 01 1410 0400 0111	Clerk	CL 01 1410 0400 0111	Senior Clerk
R 202-2004	CL 01 1410 0400 0110	Account Clerk Typist	CL 01 1410 0400 0110	Clerk Typist
R 217-2004	CL 01 1412 0100 0762	Senior Micrographics Operator	CL 01 1412 0100 0772	Micrographics Operator
R 265-2004	CL 01 1410 0400 0106	Clerk Typist	CL 01 1410 0400 0101	Senior Clerk Typist
R 310-2004	CL 01 1410 0400 0210	Auditor	CL 01 1410 0400 0100	Senior Auditor

Earmarks

Modification #	Dpt/Fd/App/Unit/Pos CODE	Deletion OLD TITLE	Dpt/Fd/App/Unit/Pos CODE	Addition NEW TITLE
E 40-2004	CL 01 1410 0100 0013	Budget Assistant	CL 01 1410 0100 0013	Office Systems Technician
E 54-2004	CL 01 1412 0100 0762	Senior Micrographics Operator	CL 01 1412 0100 0762	Micrographics Operator
E 141-2004	CL 01 1410 0400 0106	Clerk Typist	CL 01 1410 0400 0106	Senior Clerk Typist
E 147-2004	CL 01 6510 0100 0131	Clerk Typist	CL 01 6510 0100 0131	Account Clerk Typist
E 149-2004	CL 01 1230 0300 0291	Neighborhood Aide	CL 01 1230 0300 0291	Community Service Aide
E 150-2004	CL 01 6510 0100 0131	Clerk Typist	CL 01 6510 0100 0131	Account Clerk Typist
E 186-2004	CL 01 1410 0100 0013	Budget Assistant	CL 01 1410 0100 0013	Systems Programmer
E 315-2004	CL 01 1410 0100 0032	Account Clerk Typist	CL 01 1410 0100 0032	Senior Account Clerk Typist